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| **Job Title** | **Governance Professional** |
| **Responsible to:** | Trust Chair & Chief Executive Officer |
| **Job Purpose** | To provide clerking to the Trust Board and advice as required on governance, constitutional and procedural matters. |
| **Accountabilities** | **Main Duties:**Provide effective clerking and administration of all Trust meetings and co-ordinate Families in Partnership meetings.* With the Chair and Chief Executive Officer prepare a focused agenda for each meeting
* Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations;
* Ensure meetings are quorate
* Record the attendance of Trustees at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent Trustees and members of the date of the next meeting
* Draft minutes of meetings (including sub-committees), indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and CEO.
* Circulate the reviewed draft minutes to all in attendance
* Follow-up any agreed action points with those responsible and inform the Chair of progress in a timely fashion
* With the Chief Executive Officer and Principals prepare a focused agenda for each Families in Partnership meeting and distribute this accordingly.
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|  | **Provide Advice to the Board:*** Act as the first point of contact for queries on procedural matters.
* Be a point of contact for elected and nominate members of the Families in Partnership Group
* Access appropriate legal advice, support and guidance, and where necessary seek advice and guidance from the NGA or CST.
* Inform the Trust Board of any changes to its responsibilities because of changes in relevant legislation
* Offer advice on best practice in governance matters including on committee structures and self-evaluation
* Ensure that statutory policies are in place, and are revised when necessary
* Co-ordinate the Trust Meetings’ Calendar
* Send new Trustees induction materials and ensure they have access to appropriate training courses and guidance documents, including any agreed Terms of Reference, Code of Practice and the Trust Governance Handbook
* Contribute to the induction of Trustees and members of our Families in Partnership Groups and those taking on new roles.
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|  | **Membership:*** Monitor Trustee’s term of office, so appointments can be organised in a timely manner
* Chair the part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections and ensure a recommendation for appointment is passed to the Members for approval.
* Maintain a register of Trustee pecuniary interests and ensure the record of Trustees’ business interests is reviewed regularly and lodged within the companies house.
* Ensure GIAS and the Trust website is update to date with all Governance information.
* Ensure Disclosure and Barring (DBS) has been carried out on any Trustee when it is appropriate to do so
* Maintain a record of training undertaken by members of the Trust Board
* Maintain Trustee meeting attendance records and advise the Chair of potential disqualification through lack of attendance
* Ensure the training map is maintained and diary and co-ordinate training for the Board and Trustees.
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|  | **Manage Information** * Keep the Governance sections of the Trust website up to date and ensure all documentation required to be there is up to date, accessible and compliant with current DfE requirements and legislation.
* Maintain copies of current terms of reference and membership of any sub-committees and working parties
* Maintain a record of signed minutes of meetings
* Maintain records of Trust Board correspondence
* Ensure that all Trust policies including statutory policies and other Trust documents approved by the Trust Board are properly maintained, updated and communicated in accordance with agreed cycles including liaison with policy owners for updates and publication as agreed, on the Trust website
* Ensure that Families in Partnership meetings are held in a timely manner and that the minutes are circulated to appropriate Trustees in a timely manner.
* Ensure GIAS and the Trust website is update to date with all Governance information for each Families in Partnership group.
* Be familiar with the Trusts Articles of Association and the Academy Trust Handbook, and take responsibility for ensuring the Trust Board acts in accordance with the guidance.
* Act as Company Secretary filing returns as required within appropriate deadlines
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|  | **Personal Development*** Undertake appropriate and regular training and development to maintain knowledge and improve practice
* Keep up to date with current educational developments and legislation affecting Trust governance
* Participate in regular performance management which will include self-review against the DfE Clerking competency framework.
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|  | **Additional Services*** Clerk any statutory appeal committees/panels the Trust Board is required to convene
* Participate in, and contribute to the training of Trustees in areas appropriate to the clerking role
* Maintain a file of relevant Department for Education (DfE) documents
* Maintain archive materials
* Prepare briefing papers for the Trust Board, as necessary
* Support the Chair in conducting skills audits and the criteria for appointing new Trustees relevant to vacancies
* Perform such other tasks as may be determined by the Trust Board or CEO from time to time
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